

BUSINESS LICENSE APPLICATION CHECK LIST

Business license applicants must apply in person. Allow at least one hour to complete the application process. When paying by check, bring a separate check for each fee.

- () Business License.....City Hall Building, East Wing, Commissioner of Revenue, 441-2270
 - Bring identification (Picture ID – all parties)
 - Bring Corporate Charter (if applicable)
 - Bring Partnership Agreement (if applicable)
 - Bring Estimate of gross receipts through December 31st
 - Home Occupancy License obtained here
 - Bring required Permits/Licenses (if applicable)
 - Bring required receipts, certificates, and forms from the applicable agencies
 - *Fee required*

Other locations you may have to visit, depending on the nature of your business are...

- () Zoning Office.....City Hall Building, Room 508, 664-4752
 - Zoning Approval – bring lease or other written documentation of business location
 - *Fee required.*
- () Trade Name Registration.....Circuit Court Building, Room 100, 664-4580
 - *Fee required.*
- () Fiduciary Tax Office.....City Hall Building, East Wing, Commissioner of Revenue, 441-2270
 - Includes Admission Tax, Cigarette Tax, Lodging Tax, Meal Tax, Short Term Rental Tax
 - *Some may require fees*
- () Bond Requirements.....City Hall Building, East Wing, Commissioner of Revenue, 441-2784
 - Includes Meal Tax Bond, Precious Metals Bond
 - *Fee required. Fees vary.*
- () Health Department.....830 Southampton Avenue, Suite 200, 683-2712
 - Barber or beauty operations, food services, health care services
- () Police DepartmentPolice Operation Center, 3661 Virginia Beach Blvd.
- () City Council.....City Hall Building, 11th Floor, 664-4300

Other numbers to call for information about...

| | | |
|---|--|----------------|
| Incorporating | Virginia State Corporation Commission | (804) 371-9733 |
| Income Tax, Retail Sales & Use Tax and Employee Withholding Tax | Virginia Department of Taxation Koger Center, Bldg. 7, Suite 101 Norfolk, VA 23502 | (757) 455-3810 |
| Obtaining a Federal ID Number | Internal Revenue Service | (800) 829-1040 |
| Registering for Unemployment Benefits | Virginia Employment Commission | (757) 455-3900 |
| Contractors Licenses (A, B, or C) | Virginia State Board of Contractors | (804) 367-8511 |
| Obtaining State Licensure | Virginia Department of Occupational and Professional Regulation | (804) 367-8500 |

Questions?

If you have any questions about licensing a business in the City of Norfolk please contact the Commissioner of the Revenue, Business Tax Department by voice at (757)441-2270, by fax at (757) 441-1346, or by email at beparke@city.norfolk.va.us.